

Security Information

5 June 1952

**CONFIDENTIAL**MEMORANDUM

FOR : Deputy Director of Training (General)

FROM : Chief, Plans and Policy Staff

SUBJECT : Weekly Activities Report -- Period 30 May - 5 June 1952

I. Completed Projects

1. Project 51-13, Register of Training Activities. The recording of the Orientation Courses on individual IBM cards has been successfully completed. A survey of the current method of recording the O/TR training programs with the Registrar indicates that it is adequate for normal, efficient operation. The O/TR(G) and O/TR(S) training records are in the process of being integrated into a single system. At this time, it is not deemed feasible to set up a system for recording O/TR(G) training courses on IBM. [REDACTED] has been advised to suspend any further work on this project until new requirements have been submitted to him.
2. Project 52-13, Office of Training Register. Coordinated a proposed procedure for the registration of CIA personnel for Department of Defense Schools and Colleges with [REDACTED] and [REDACTED]. General approval of the procedures was obtained. A meeting has been scheduled between Miss [REDACTED] to put the proposed procedures into effect next Monday.
3. Project 52-22, Chinese Language Project. While requirements were developed for the project as proposed by Col. [REDACTED] primarily in support of the DDP Offices, the scholar selected to prepare the training materials has been found to be disinterested in doing it in behalf of the Agency in view of the fact that the Agency is committed to the Wade-Giles system of Romanization. No action can be taken until another scholar is found.

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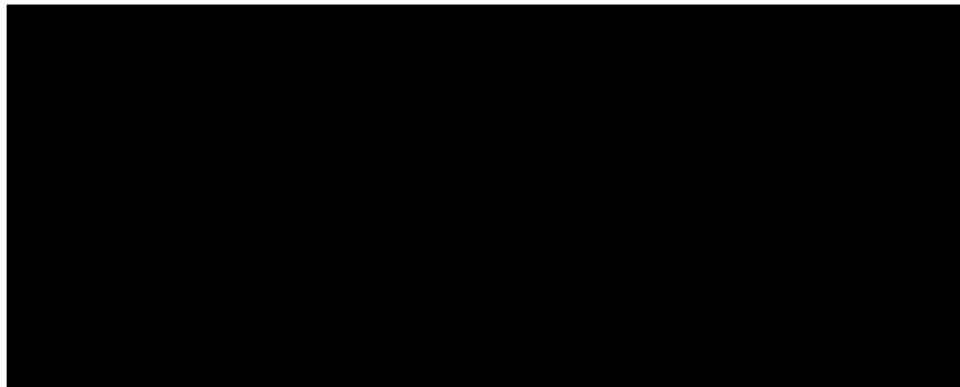
JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 29 NO CHANGE  
 IN CLASS/DECLASS/CLASS CHANGED TO: TS S (C) RET. JUST. 22  
 NEXT REV DATE 10 REV DATE 30/6/66 REVIEWER 06/19 TYPE DOC. 02  
 NO. PGS 3 CREATION DATE [REDACTED] ORG COMPI OPI II ORG CLASS S  
 REV CLASS C REV COORD. AUTH: HR 70-3

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1. Project 51-7, Administrative Training Program. Completed draft of Staff Study setting up an Administrative Practices Committee to plan the agenda for a series of conferences leading to the improvement of administrative practices throughout the Agency.

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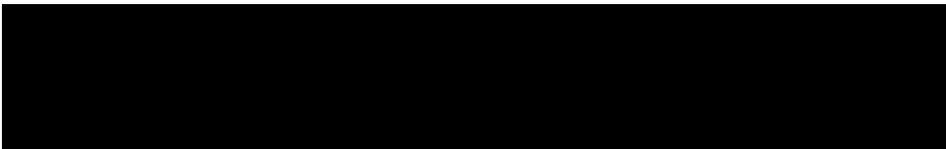


3. Project 52-4, A Bill for Training Federal Civilian Officers and Employees. Project out of suspense but inactive.

4. Project 52-5, CIA Employee Improvement. Project out of suspense but inactive.

5. Project 52-8, National Security Presentations. Project out of suspense but inactive.

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7. Project 52-18, Staff Study on Training for New Personnel. Met with TR(S) representatives and the Head, CIA Intelligence School, with respect to the curriculum of the Basic Intelligence Course. It was concluded that complete integration of the BOC Course and the Basic Intelligence Course was not feasible. The two courses have different objectives and they are complementary rather than duplicatory. The Basic Intelligence Course content will be designed to meet the basic objective of introducing new professional personnel to the profession of intelligence and of relating their competence and skills

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to the field of intelligence. Emphasis on trade craft will be reserved for specialized courses designed to meet individual Office requirements. Most of the BOC course falls in the latter category.

8. Project 52-24, Personnel Board for TR(G). Project on inactive status until O/TR reorganization plans have been considered and a decision has been reached.
9. Project 52-25, Outstanding Language Students. Data collected. Memorandum in preparation for DTR and for the Offices concerned.
- 25X1A9a 10. Project 52-27, Official Correspondence. Awaiting reply from [REDACTED]
- 25X1A9a 11. Project 52-29, O/TR Reorganization. Revised plans for the reorganization of O/TR have been coordinated with [REDACTED] and are ready to be presented to the Director of Training for consideration and decision.

### III. Newly Assigned Projects

- 25X1A9a 1. Project 52-30, Seminar in International Labor Relations. This project was started by [REDACTED] but turned over to this staff at the direction of D/TR for further planning on 3 June. A briefing on what action had been taken to date was given by [REDACTED]. A brief meeting with [REDACTED], OPC, was arranged by [REDACTED]. A detailed study of the requirements and action necessary to set up this seminar is now in process.

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### IV. Projects in Suspense

1. Project 51-6, Survey of Non O/TR Training Activities.
2. Project 51-9, A National Intelligence Course.
3. Project 51-10, Intermediate Intelligence Course.
- 25X1A 4. Project 51-21, Area and Language Specialists.
5. Project 52-19, CIA Regulation [REDACTED]

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